

SUPPLY UNIT LEADER

7540

(Revised 1996)

The Supply Unit leader is an integral part of any incident. The Supply Unit leader is primarily responsible for ordering personnel, equipment and supplies; receiving, storing and distributing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

SUPPLY UNIT LEADER RESPONSIBILITIES

7540.1

(Revised 1996)

The following responsibilities should be considered as minimum for the Supply Unit leader.

- Obtain briefing from Support Branch director or Logistics chief.
- Participate in Logistics Section/Support Branch planning activities.
- Provide kits to Planning, Logistics and Finance Sections.
- Determine the type and amount of supplies en route.
- Arrange for receiving ordered supplies.
- Review Incident Action Plan for information on operations of the Supply Unit.
- Develop and implement safety and security requirements.
- Order, receive, distribute and store supplies and equipment.
- Receive and respond to request for personnel, supplies and equipment.
- Maintain inventory of supplies and equipment.
- Service reusable equipment.
- Demobilize the Supply Unit.
- Submit reports to the Support Branch director or Logistics chief.
- Maintain Unit Log (ICS 214).

SUPPLY UNIT 12-HOUR CHECKLIST

7540.2

(Revised 1996)

BRIEFING INFORMATION

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- ☐ Agencies assigned
- ☐ Anticipated # of personnel
- ☐ Manpower and special equipment ordered
- ☐ Location of ICP, base, camps, etc.
- ☐ Transportation routes
- ☐ Photocopy in camp
- ☐ Communications:
 - ☐ telephone
 - ☐ mobile phone
 - ☐ FAX
 - ☐ computer
- ☐ Expanded ECC in place
 - ☐ phone # _____
- ☐ Ordering procedures:
 - ☐ ranger unit
 - ☐ USFS Cache
- ☐ Access from base to line
- ☐ Helibase location
- ☐ Helispots location
- ☐ Drop points located
- ☐ Maps
- ☐ Predicted weather conditions
- ☐ Security problems
- ☐ Tables (15 minimum)
 - ☐ Chairs (100 minimum)
- ☐ Fueling location
- ☐ Sanitation:
 - ☐ chemical toilets
 - ☐ garbage cans
- ☐ Power source
- ☐ Staging areas

ORGANIZATION

7540.3

(Revised 1996)

The Supply Unit is organized into two major functions: the **ordering of equipment and supplies**, and the **receiving/distribution of equipment**, other than primary supplies.

The function of the ordering manager is to maintain records on all equipment and supplies ordered through the Supply Unit and provide the Supply Unit leader with information needed for special reports.

The function of the receiving/distribution manager is to maintain records of all equipment and supplies received through the Supply Unit and to load and unload supply vehicles, issue and recover supplies and other equipment, provide security services for the unit and keep a current inventory of supplies and equipment.

The function of the tool and equipment specialist is to sharpen, service and repair tools and nonexpendable equipment.

PERSONNEL

7540.4

(Revised 1996)

The number of personnel needed to perform the major activities assigned to the Supply Unit varies based on the size and complexity of the incident. The recommended minimum number of personnel needed for each 12-hour period of operation is shown in the Field Operations Guide, pages 2- 4. Each camp should be assigned a Supply Unit assistant who is responsible for supply operations at the assigned camp.

MAJOR PROCEDURES

7540.5

(Revised 1996)

The following are the major procedures of the Supply Unit. Following each responsibility are general procedures for implementing the Supply Unit activity for the Supply Unit leader.

OBTAINING WORK MATERIALS

7540.5.1

(Revised 1996)

A set of work materials consisting of forms, manuals and incident supplies (e.g., pencils, paper) will be available in the Logistics Supply Kit located at the Supply Unit.

PROVIDE KITS TO LOGISTICS, PLANNING AND FINANCE

7540.5.2

(Revised 1996)

1. Kits consisting of each unit's working materials and supplies will be transported to the incident by the responsible agency.
2. Kits will be placed in the Supply Unit.
3. Section chiefs will obtain kits from the Supply Unit. If requested, Supply Unit will distribute kits to specified locations.
4. The Supply Unit will maintain an inventory of additional forms and supplies needed to support each unit.

PARTICIPATE IN SUPPORT BRANCH PLANNING

7540.5.3

(Revised 1996)

1. As requested by Support Branch director or the Logistics chief, attend Branch and/or Logistics Section operational planning meetings.
2. Provide information and advice concerning Supply Unit activities as requested.

DETERMINE SUPPLIES EN ROUTE

7540.5.4

(Revised 1996)

Contact the local agency dispatch center or designated ordering point for information on supplies previously dispatched.

- Type of supplies.
- Quantity.
- Destination of delivery.
- Form of delivery.
- Expected time of arrival.

PLAN TO RECEIVE EN ROUTE SUPPLIES

7540.5.5

(Revised 1996)

The Supply Unit leader must make sure there is a separate location for receiving supplies other than the general storage area. This must be done to assure that the supplies are inventoried and separated before being used.

1. Determine interim storage needs for arriving supplies.
 - a. Amount of space needed.
 - b. Access requirements.
 - c. Safety and security needs.
2. Select a location in consultation with Facilities Unit leader and Ground Support Unit leaders.

ACTIVATE SUPPLY UNIT

7540.5.6

(Revised 1996)

The following procedures must be done to activate the Supply Unit:

1. Review the Incident Action Plan and operational instructions provided by the Logistics Section for information concerning the scope and duration of the incident operation that may involve supply requirements.
2. Obtain information about Supply Unit facilities such as location, space, access, security and protection.
3. Estimate the type and quantity of supplies needed for incident operations.
4. Determine Supply Unit personnel requirements.
5. Allocate space for supplies to be stored in the Supply Unit area. In selecting storage space and work areas consider the following guidelines:
 - The area should be removed from main traffic flow.
 - Use area topography to advantage when selecting space.
 - The area should have easy access for delivery and pickup of supplies and equipment.
 - The area should be separate or remote from base sleeping area.
 - Isolate the tool sharpening area from the rest of the Supply Unit area.
 - Provide 24-hour security services (rope off and light the area).

DIAGRAM OF SUPPLY AREA

7540.5.7

(Revised 1996)

Prepare a diagram of a space allocation plan. Make sure the plan shows areas for expansion, if needed. Submit the plan for the approval of the Logistics chief and/or Support Branch director. Post the plan in the Supply Unit so all unit personnel will be familiar with the layout of the Supply Unit. When the unit is operational, advise the Support Branch director, Logistics chief and other units.

SUPPLY LAYOUT

7540.5.8

(Revised 1996)

Locate supplies according to the layout plan. Identify the storage areas, including examples of the types of supplies located in each area.

- Hose and tool storage (hand and power tools, hose, nozzle, fittings, appliances, tool sharpening kits).

- Sleeping support storage area (sleeping bags, blankets, cots).
- Administrative supply storage area (paper, pencils, forms, manuals).
- Protective equipment storage area (protective equipment, fire shelters, goggles, Nomex shirts and pants, fire blankets).
- Bulk storage area (rations, canteens, trash bags, etc.).
- Hazardous materials storage area (fuel, oil, fuzees)

OBTAIN ADDITIONAL PERSONNEL

7540.5.9

(Revised 1996)

As the incident expands, the Supply Unit leader may find a need for additional personnel. The procedure for obtaining additional personnel is:

1. Identify the requirements for additional personnel to operate the Supply Unit.
2. Request additional personnel from the Support Branch director/Logistics Section chief by specifying:
 - Quantity.
 - Qualifications.
 - Reporting location.
 - Reporting time.
 - Person to whom to report.

ORDERING INCIDENT SUPPLIES

7540.5.10

(Revised 1996)

All supplies must be ordered by the Supply Unit. Some items to consider are:

1. Compare the estimate of supplies needed with current inventories.
2. Identify additional supplies required (for next operational period as a minimum).
3. Receive special request for supplies from incident personnel directly or through the incident Communications Center.
4. Place orders for required supplies with appropriate suppliers.

5. Identify times and locations for delivery of supplies.

RECEIVING AND STORING SUPPLIES

7540.5.11

(Revised 1996)

Some procedures to be aware of when receiving and storing supplies are:

1. Ensure personnel are at designated supply delivery locations to check in supplies.
2. Inspect and accept supplies by checking the bill of lading (CDF-518).
3. Update supply inventory records.
4. Place supplies in designated areas.
5. Collect invoices and/or bills of lading and deliver them to the Finance Sections (or the Documentation Unit if the Finance Section has not been activated).

DISTRIBUTE SUPPLIES/EQUIPMENT

7540.5.12

(Revised 1996)

The following procedures are to be used when distributing supplies and/or equipment.

1. Receive and review the request.
 - a. Identify the requested delivery location and time.
 - b. Identify the requesting party.
2. Determine schedule and mode of delivery for requested supplies and equipment.
3. Obtain transportation vehicles, as required, from the Ground Support Unit (vehicles may be permanently assigned).
4. Obtain receipts from persons receiving nonexpendable supplies and equipment (e.g., radios, chain saws).

SUPPLY INVENTORY RECORDS

7540.5.13

(Revised 1996)

One of the main responsibilities of the Supply Unit leader is to establish and maintain an inventory record system.

1. Initiate the use of the CDF-510, Incident Property Inventory T-card.
2. Update the inventory as supplies are received and distributed.
3. Provide supply inventory information in response to special request.
4. Provide inventory records to the Documentation Unit upon demobilization of the Supply Unit.

NONEXPENDABLE EQUIPMENT

7540.5.14

(Revised 1996)

1. Receive equipment returned by incident personnel and:
 - a. Give receipt for equipment received .
 - b. Update the supply inventory.
2. Inspect returned equipment for required service.
3. Service as required:
 - a. Refer power equipment repairs to the Ground Support Unit.
 - b. Repair and sharpen tools.
 - c. Refill air oxygen cylinders.
 - d. Sterilize canteens.
 - e. Repair headlamps.
 - f. Handle non-repairable items as appropriate (P, L&D).
4. Return serviced items to storage.

UNIT LOG

7540.6

(Revised 1996)

The Supply Unit leader will start the Unit Log as soon as he/she arrives at the incident. The leader will strive to keep the log current and submit it to either the Support Branch director or the Logistics chief at the end of every operational shift. Some of the items that need to be included as part of the Unit Log are:

- Supply Unit staff.

- Events that occur in the Supply Unit.
- Major situation status changes.
- Order time frames not met.
- Changes in operational directions.
- Thefts or losses.
- Current inventory attached.

DEMOBILIZATION

7540.7

(Revised 1996)

One of the most important times for the Supply Unit will be during the demobilization process. Some of the procedures and responsibilities that needs to be accomplished are:

A. Demobilization concept

1. The Supply Unit will be providing service and support to the Demobilization Unit (transportation, supply function, close down).
2. The Supply Unit will also be demobilized.
 - The unit may be the last to go.
 - All documents will be correctly accounted to proper units.
 - Retrograde unused or excess supplies in accordance with Section 7585.

B. Closing down support facilities

1. Coordination is required by subordinates and the Planning Section to ensure orderly closure of the Supply Unit.
2. Orderly closure of multiple facilities.
 - With several camps, close each when not needed.
 - Consolidate at base the supplies from the closed camps.
 - Maintain enough help to utilize excesses and/or return excesses to the supplier.

3. Maintain a system to account for personnel and supplies moved from closed camps.

- Coordinate with Planning, Finance and Operations Sections.
- Provide transportation to destinations as required by the Demobilization Unit.

C. Providing a list of resources and supplies recommended for release.

1. The Supply Unit leader will need to meet and brief subordinates on the following:

- Demobilization plan.
- Priorities for release.
- Procedures.
- Data from managers on scope and projected magnitude of their demobilization.

2. Have subordinates prepare lists anticipating demobilization workload. Include:

- What equipment can be returned.
- What supplies are surplus.
- Which people are no longer needed.
- Release priorities of unit staff.
- Inventories.
- Departmental specific standards.

D. Reductions of Supply Unit functions.

1. Be sure that the incident Demobilization Plan is approved. Keep subordinates and other unit leaders informed.

2. Have subordinates develop schedules and priority list.

3. Encourage early inventories.

- Ensure accountability.
 - Halt unnecessary ordering.
 - Use up supplies on hand.
4. Have subordinates fully staffed to meet Demobilization Plan.
 5. Make sure that camp closures are coordinated.
- E. Returning facilities to pre-incident condition
1. Check on departmental regulations on site conditions.
 2. Reserve personnel are to clean up and repair area.
 3. Document unusual conditions that could lead to claims or lawsuits.
 4. Leave the area as close to its original condition as possible.
- F. Release to Demobilization Unit all personnel assigned to the Supply Unit.
1. Prepare a list which shows resources (type, quantity, location, time of release, name and home base).
 2. Make sure each unit can close down within the time frames stipulated in the Demobilization Plan.
 3. Personally inspect progress and accomplishments prior to release.
 - Are all documents in order?
 - Are accountable items properly released?
 - Are any units in need of help with the Demobilization Plan?
 4. Make contact during the demobilization process with all contributing agencies.
 - Properly account for property.
 - Ensure that supplies are returned correctly.
 - Ensure that equipment is returned satisfactorily.
 - Ensure that documents are in order for payments.

5. Subordinate personnel evaluations are to be completed for the Logistics chief.
6. Notify the Logistics chief of unit close down.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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